

# Office of Security

## Trends and Highlights

APRIL

1974

P M

DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION SYSTEMS SECURITY GROUP

Trends and Highlights

April 1974

HIGHLIGHTS

1. A member of the Group was assigned to work full time in the Badge Office monitoring the Central Badge and Credential (CENBAD) System to identify problems, develop solutions, and guide the effective handling of the system by the Badge Office.

2. The Office of Finance requested approval in principle to utilize a commercial time-sharing computer system to process unclassified data. The Office of Security approved the proposal with the understanding that such use would be reviewed and approved by any Agency component associated with the application.

3. The analysis, test, and evaluation of the National Photographic Interpretation Center computer system has been initiated. The test will be concluded 15 September 1974.

4. The Information System Security Group assisted in the sanitization of the Information Systems Group, DDO, 370/155 Computer prior to its release from Agency control.

5. On 9 April 1974 members of the [REDACTED] were afforded a briefing on computer security and security guidance as requested by the Chief, European Division.

STATINTL

STATISTICS

Cases Pending at Beginning of Month	54
Cases Opened During the Month	51
Cases Closed During the Month	53
Cases Pending at End of Month	52

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

ANALYSIS

The case load remained stabilized with no indications of dramatic changes forthcoming. Terminal surveys and approvals continued to be the largest single category.

TRENDS

The transfers of the Chief, Information Systems Security Group, a member of the Policy Branch, the Chief Secretary, and the Secretary, Policy Branch will impact on the production of the Information Systems Security Group in the month ahead as a new team finds its way.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

April 1974

Budget and Fiscal Branch

STATINTL

A report on the Status of Funds - FY 1974 indicates that as of 1 April 1974, 71.2% of the Office of Security's FY 1974 allocation

Personnel Branch

1. Executive secretarial support was provided for a total of twelve (12) meetings of the Professional Career Board, the Clerical Career Board, and the Candidate Selection Panel.
2. Statistical data resources are under review in an attempt to streamline procedures for producing timely information to support the Career Service Boards and Panels of the Office. The Security Position and Employee Control System (SPECS) is one such resource under review to determine its overall possible uses and expansion of its data base.
3. Vacancy notices were circulated on eleven (11) clerical and two (2) professional positions. All positions were filled from within the Office. The notices generated 58 responses from clerical employees and 35 responses from professional employees.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

Plans, Programs and Administration Division Monthly Report - April 1974

4. Coordinating responsibilities were carried out for two awards ceremonies at which four (4) Certificates of Merit and two (2) Certificates of Distinction were awarded with accompanying citations. This entails processing the awards through the Honor and Merit Awards Staff, notifying each recipient of his award, obtaining guest lists from each recipient, extending to each guest an invitation to attend the ceremony (32 in the instant cases), arranging for the use of the DCI Conference Room, arranging for the presence of an Agency photographer, and having representation from the Office of Security attend the ceremony.

Logistics Branch

1. A series of renovations for the Office of Security are in progress. A sliding panel display system will be ready for installation about 6 June for the Conference Room. New furniture is on order. A firm delivery date is not yet available.

2. Rooms 4E49 - 4E63 are being reconfigured to provide space for a Registry Branch. The renovations should be completed and occupancy possible by the end of May.

3. Rooms 3F20 - 3F28 are to be reconfigured as a Special Purpose Vault Area for the Special Security Center. A request to accomplish this has been forwarded to Records Management with a security survey. No date is available for completion.

4. Renovation plans for Rooms 1E24, 1E26, 1F13, 1F16 and 1F19, the Security Duty Office, the Badge Office, the Guard Office and the Security Command Center are in the hands of the Architectural Design Staff. A completion date is not yet available.

5. A request to reconfigure space on the second floor of the Key Building for Office of Security personnel now located in the Chamber of Commerce Building has been forwarded to the General Service Administration. A completion date is not yet available.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

Plans, Programs and Administration Division Monthly Report - April 1974

Plans, Programs Branch

1. The Program Call (Operating Plan FY 1975/Program Plan FY 1976) was disseminated to components of the Office of Security together with initial work completed by the Branch on identifying the Resource Packages pertinent to the mission of the Office of Security with a request to each package manager to review this material and provide additional data pertinent to his FY 1975 and FY 1976 planned activities.

2. Appropriate briefing papers and support were provided the Director of Security in connection with the April Management Conference held on 22 April with the DD/M&S.

3. Agency demurrers on two requests for exceptions to policy from the National Military Information Disclosure Policy Committee were coordinated. In one case the request for an exception was denied on the basis of the Agency objection. In the other case, the request was modified in line with the Agency's desires. The Operations Directorate had the principal interest in each case.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SECURITY RECORDS DIVISION

Trends and Highlights

April 1974

---

Examination of the statistics shows small decreases in Filing and Communications activities and more substantial decreases in Case Processing and DDO/IP check activities. Most other activities show increases with substantial increases in Indices, Computer Support, Microfiche and Compartmented Information activities. The increase in Indices activities is attributed to the purging of large groups of names from the indices and is not a long term growth trend.

ADMINISTRATIVE - INTERNAL USE ONLY



## ADMINISTRATIVE-INTERNAL USE ONLY

Security Records Division

## WORK MEASUREMENT STATISTICS - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through April 1973		Cumulative Through April 1974		% Change + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing.	1. Cases opened based on requests for a security clearance.	24431	10	22485	11	- 16.3
2. Indices Activities.	2. Collective total of manual name searches, cards filed, names changed, cards typed, cards purged, names grouped, security documents numbered.	154411	7	202100	7	+ 30.8
3. Filing Activities.	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches.	693417	14	622223	12	- 4.7
4. Computer Support Activities.	4. Collective total of names searched, case searches, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	651910	10	802192	10	+ 23.0
5. Communication Activities.	5. Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic handled.	53442	3	52671	3	- 1.4
6. Case Analysis Activities.	6. Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	12454	5	13230	5	+ 6.2

## ADMINISTRATIVE-INTERNAL USE ONLY

Security Records Division

WORK MEASUREMENT STATISTICS - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through April 1973		Cumulative Through April 1974		% Change + -
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
7. Information Processing Division Check Activities.	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors and IPD checks levied on OS.	17209	2	11694	2	- 33.3
8. File Retirement Activities.	8. Collective total of files reviewed for retirement and microfiche	24490	3	23801	3	- 2.8
9. Microfiche Activities.	9. Collective total of pages prepared and files filmed.	65959	2	381715	9	+ 28.6
10. Compartmented Information Activities - Recordkeeping.	10. Collective total of changes to master record, names searched and cable actions.	325718	10	362725	10	+ 11.3
11. Compartmented Information Activities - Briefings.	11. Briefings/debriefings conducted.	1852	1	2010	1	+ 8.5
12. Outside Agency Name Check Activity.	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	70446	4	72902	4	+ 3.4
	CUMULATIVE TOTALS	2095739	71	2569748	77	+ 46

CONFIDENTIAL

SPECIAL SECURITY CENTER

Trends and Highlights

April 1974

---

1. Secretarial services were provided in support of the 9 April meeting of the USIB Security Committee. A Security Advisor participated in the weekly meeting of the Committee on Imagery Requirements and Exploitation.

2. Staff actions in support of the USIB Security Committee included the following:

- a. Report of Survey: Dissemination and Handling of Sensitive Intelligence Materials--final report approved by SECOM and forwarded to Chairman, USIB.
- b. USIB Policy Concerning Hazardous Activities by Personnel Provided Access to Compartmented Intelligence--participated in an ad hoc inter-agency working group.

3. Compartmented intelligence security briefings were given to eight (8) Agency and 35 non-Agency personnel. The non-Agency personnel included officials of USIA, DIA, FAA, the Departments of Agriculture, Interior, Army, Navy, and Commerce, the Defense Mapping Agency, U.S. Secret Service, Drug Enforcement Agency, General Services Administration, National Security Council and the White House.

4. Facilities at the following locations were accredited for the storage of compartmented intelligence materials:

25X1A



CONFIDENTIAL

25X1

Approved For Release 2003/01/27 : CIA-RDP83B00823R000500060002-5

Approved For Release 2003/01/27 : CIA-RDP83B00823R000500060002-5

P S I

DIRECTORATE

ADMINISTRATIVE INTERNAL USE ONLY  
**CONFIDENTIAL**

PERSONNEL SECURITY & INVESTIGATIONS DIRECTORATE

Trends and Highlights

April 1974

1. Clearance Division April 1974 statistics reflect slight declines in overall clearance and security action receipts. Minor increases are noted, however, in the non-applicant staff type category as well as in security access approvals and operational approvals. These declines and increases are of such minor nature as not to indicate a trend during this period.

2. Reinvestigation program case statistics reflect the additional emphasis being placed in this program. In April 1974, a total of 197 cases were put in process constituting an increase of 66 over the previous month.

3. Operational Support highlights of the period included the following:

25X1C

25X1A

ADMINISTRATIVE INTERNAL USE ONLY  
**CONFIDENTIAL**

ADMINISTRATIVE - INTERNAL USE ONLY

Personnel Security & Investigations Directorate Monthly Report for  
April 1974

f. Facilitation of entry and exit from the United States  
was provided the DDCI on three occasions.



STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

## ADMINISTRATIVE - INTERNAL USE ONLY

## CLEARANCE DIVISION

## Time Factors in Processing Overt &amp; Semi-Covert Cases

April 1974

1. PROCESSING TIME (For * <u>177</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel  (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	34	3	6	43

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	30
b. 31 to 60 days	131
c. 61 to 90 days	15
d. 91 to 120 days	1
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	13	0
	Total	13

\*This figure does not include 8 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 185 CASES.



## ADMINISTRATIVE - INTERNAL USE ONLY

Monthly Activities of the PSI Directorate

April 1974

Clearance Division Activity

Total Cases Received	2379
Total Field Cases Received	1079
Total Cases Processed	2577
Total Field Cases Processed	1134
Total Cases Pending	3454
Total Field Cases Pending	1760

Field Office Investigative Assignments

Total Received	1543
Total Completed	1654
Total Pending	2028

Security Support ActivityOperational Support

Total Headquarters Manhours	<div style="border: 1px solid black; width: 200px; height: 20px; display: inline-block;"></div> 5179
-----------------------------	--

External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	785
---	-----

Interrogation Research

Overt 165 (106-fav; 43-note; 15-unfav; 1-incl)	
Covert 18	
Total	183

ADMINISTRATIVE - INTERNAL USE ONLY

PTOS

DIRECTORATE

Next 1 Page(s) In Document Exempt

PhySD Monthly Report for April 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>
4. SAFETY (continued)		
After Hours Drills Accomplished		<u>2</u>
Fire Protection and Prevention		
Briefing and Training Sessions	<u>4</u>	<u>7</u>
Equipment Tests	<u>0</u>	<u>0</u>
Educational and Promotional Actions (Safety Literature Distributed)	<u>3556</u>	<u>31168</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>73</u>	<u>374.5</u>
Man-days on Domestic TDY	<u>12.5</u>	<u>168.5</u>
Total Man-days on TDY	<u>85.5</u>	<u>543.0</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>46</u>	<u>878.5</u>
Man-days in External Training	<u>2</u>	<u>3</u>



CONFIDENTIAL

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>
<b>3. <u>BRIEFINGS AND SERVICES</u></b>		
<u>Briefing Program</u>		
Briefings Conducted	<u>14</u>	<u>110</u>
Personnel Briefed	<u>451</u>	<u>2681</u>
<u>Training</u>		
Personnel Trained in Security Equipment	<u>4</u>	<u>94</u>
<u>Procurement</u>		
Material Requisitions Initiated	<u>21</u>	<u>217</u>
Dollar Value of Procurements Initiated	<u>\$5,191.50</u>	<u>\$835,791.54</u>
<b>4. <u>ENGINEERING AND PLANNING</u></b>		
Liaison Meetings with Other Agencies	<u>0</u>	<u>35</u>
R&D Contracts Followed	<u>10</u>	<u>NA</u>
Dollar Value of Contracts in R&D	<u>\$764,000</u>	<u>NA</u>
Technical Division Contracts		
Monitored	<u>6</u>	<u>NA</u>
Dollar Value of Technical Division		
Contracts	<u>\$755,000</u>	<u>NA</u>
<b>5. <u>INTERAGENCY TRAINING CENTER</u></b>		
Weeks of Regularly Scheduled Training	<u>2.4</u>	<u>21</u>
Number of Students	<u>27</u>	<u>167</u>
Weeks of Special Training	<u>1</u>	<u>3.6</u>
Number of Students	<u>5</u>	<u>26</u>

CONFIDENTIAL

CONFIDENTIAL

	<u>Monthly</u>	<u>Cumulative Total</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>64</u>	<u>1303</u>
Man Days on Domestic TDY	<u>10</u>	<u>219</u>
Total Man Days on TDY	<u>74</u>	<u>1522</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>11</u>	<u>206</u>
Man Days in External Training	<u>0</u>	<u>0</u>